



# National Science Foundation

## *Excepted Position Vacancy*

**ANNOUNCEMENT NO:** E20010187A

**OPEN:** 5/15/2001

**CLOSE:** 6/14/2001

**THIS VACANCY HAS BEEN AMENDED TO EXTEND THE OUTREACH TO IPA CANDIDATES.**

**Vacancy announcement may close 14 days from opening date without notice.**

**THIS POSITION WILL BE FILLED ON A ONE OR TWO YEAR VISITING SCIENTIST, TEMPORARY BASIS OR INTERGOVERNMENTAL PERSONNEL ACT (IPA) BASIS.**

**INDIVIDUALS WISHING TO APPLY FOR A PERMANENT POSITION SEE VACANCY ANNOUNCEMENT NUMBER E20010186.**

**POSITION VACANT:** Science Education Administrator (Program Director), AD-1701-4. Annual salary ranges from \$74,697 to \$116,411.

**PROMOTION POTENTIAL:** Science Education Administrator (Program Director), AD-1701-4

**LOCATION:** Directorate for Education and Human Resources (EHR), Division of Graduate Education (DGE), Arlington, VA.

**BARGAINING UNIT STATUS:** This position is included in the bargaining unit and will be filled in accordance with merit staffing provisions of the Collective Bargaining Agreement Article VIII.

**AREA OF CONSIDERATION:** All Sources

### **THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE**

If not filled as an IPA, appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

**DUTIES AND RESPONSIBILITIES:** The incumbent in this position serves as Program Director in the Division of Graduate Education. Programs in the division aim to recognize and support a diverse pool of outstanding individuals in their pursuit of advanced science, mathematics, engineering, and technology education; to reform graduate education; and to strengthen links between higher education and K-12 education. These efforts will help strengthen U.S. education at all levels and help ensure continued U.S. economic and research preeminence. Individuals are supported through research and teaching fellowships and traineeships at the graduate level, and through fellowships at the postdoctoral level.

- Arranges for an effective and appropriate review of proposals and applications, assuring that applications or proposals are reviewed in an equitable and timely manner and that the highest quality applicants or proposers are selected for awards. May oversee work of contractor(s).

- Builds and maintains effective working relationships with staff in other divisions, ensuring that programs meet the broad goals of the Foundation. May serve on cross-directorate working groups.
- Promotes diversity in the pools of reviewers and potential applicants or grantees.
- Ensures appropriate and efficient utilization of resources, possibly including contractor(s).
- Evaluates program status through review of reports, publications, and site visits. Revises goals and budgets as necessary and provides guidance to program staff.
- Provides leadership and expertise in maintaining accurate and current information on current grantees, possibly including a management information system.
- Negotiates revisions of proposal budgets; advises applicants and grantees concerning NSF policies, program objectives, requirements, and negotiations.
- Plans, assigns, reviews, and supervises staff, including approving leave, establishing position descriptions and performance standards, assigns work, initiates or submits supporting documentation for recruitment, selections, promotions, quality increases, and disciplinary actions.
- Advises and assists in the development of short- and long-range plans, establishing goals and objectives for programs and the division.
- Serves for the Division Director as designated and represent the division, directorate, and NSF on committees as required.
- Represents the Foundation and all programs in the Division in communications with colleges and universities, other educational institutions, professional meetings, other federal agencies, and other outside organizations.

**QUALIFICATIONS REQUIRED:** Applicants must have a Ph.D. or equivalent experience in science, engineering or mathematics education or related field plus six or more years of research, research administration, and/or managerial experience pertinent to the position. Science research, particularly at the college level or university level, and some science administration in higher education are preferred.

**QUALITY RANKING FACTORS:**

- Mastery of science, engineering or mathematics education or related field that demonstrate a comprehensive knowledge and understanding of its scientific principles and theories.
- Knowledge of research, analytical and technical writing skills which evidence the ability to perform extensive inquiry into a wide variety of significant issues and make recommendations and decisions based on findings.
- Skill in organizing, implementing and managing a proposal-driven grants program-allocating resources to meet a broad spectrum of program goals.
- In-depth knowledge and understanding of budget processes including developing, planning and budget formulation, presentation and execution.
- Ability to meet and deal with members of the scientific community and peers to effectively present and advocate program policies and plans.

**CONDITIONS OF EMPLOYMENT:** Appointment to this position may be contingent upon successful completion of the appropriate background investigation. .

**HOW TO APPLY:** You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: ♦ Your country of citizenship. ♦ Your social security number. ♦ Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether they are semester or quarter hours. Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. ♦ If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. ♦ The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below.

**If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20010187A. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Yvonne Woodward, on (703) 292-4386. Hearing impaired individuals may call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A  
HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_ Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY** - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_ 2. Year of Birth: \_\_\_\_\_
3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)
- |   |   |
|---|---|
| 01 - Newspaper (specify)  | 10 - Federal, State or local job information center                       |
| 02 - Contact with NSF Personnel Office<br>(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or<br>Veterans Administration |
| 03 - NSF-initiated personal contact   | 12 - State employment office  |
| 04 - Science Magazine, or other professional journal or magazine<br>(specify)           | 13 - School or college counselor or other official                        |
| 05 - Affirmative Action Register  | 14 - Private job Information service                                      |
| 06 - Attendance at conference, meeting or job fair<br>(specify)                         | 15 - Private employment service   |
| 07 - NSF recruitment at school or college   | 16 - Friend or relative working at NSF                                    |
| 08 - Colleague referral   | 17 - Friend or relative not working at NSF                                |
| 09 - NSF Bulletin   | 18 - NSF website  |
|   | 19 - Internet or other website  |
|   | 20 - Other (specify)  |

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)
- A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
  - B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.
  - C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
  - D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
  - E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

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